Maintain User Accounts

1. Click on the **Utilities** hyperlink at the top of the screen.

2. Select **Maintain Your ECF Account.** The user account screen will display.

3. Update your personal information on this screen. At the bottom of the screen are two buttons.

   - **Email Information** - button is used to request email notification on all cases which you are a party or on specific cases. (All activity includes notification of claims as well as other entries.) To receive notice, the email address must be correct.
   - **More user information** - button is used to change your password.

4. Click on the **Email Information** button and the email information screen displays. You will be presented with options for electronic notification on the court's ECF system.

   - You must provide to the court a current e-mail address in order to receive electronic notifications. It may be prudent to establish a separate e-mail account for CM/ECF activity from your routine e-mail account.

   - Enter an active e-mail address in the primary e-mail address field. Check the box in front of "to my primary e-mail address" to activate ECF notification.

   - You may request that additional copies be sent to a partner or assistant by checking the box in front of "to these additional addresses" and typing an additional e-mail address in the address field.

   - You may receive e-mail activity throughout the day or a daily summary of all noticing activity. Daily summaries are generated at midnight for the day's activities.

Note: "All activity" includes notification of claims as well as other entries to a case. Each e-mail will include the case number and name of the docket entry in the subject line of the mail message.

5. Make all appropriate changes and click on **Return to Account** screen.

6. Click **Submi**t to save your changes.

Change Your Password

1 Click on the **Utilities** hyperlink at the top of the screen.

2 Click on **Maintain Your ECF Account** button and your personal information screen will display.

3 Scroll to the bottom of the screen and click on the **More user information** button. The More user information screen will display revealing the login and password fields.

4 Your password will appear as all * stars. Enter your new Password here.

5 Click on the **Return to Account** button and you will be returned to your personal information screen.

6 Scroll to the bottom of the screen and click **Submit**. If you do not click the Submit button, your changes will not be saved.

View Your Transaction Log

1 Click on the **Utilities** hyperlink at the top of the screen.

2 Select **View your Transaction Log**. A date range screen will display.

3 Enter the **Date Selection Criteria** (start date and end date) for the Transaction Log Report and click **Submit**.

4 The report will generate and display any transactions performed under your login and password for the date range selected.

5 Review the log.